

Model Community Guidelines Auto Sales/Service

1. Practice waste reduction, reuse and recycling:
 - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
 - Practice double-sided photocopying
 - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
 - Purchase supplies in bulk where possible and consistent with inventory turnover
 - Reuse scrap paper (e.g. Make into note pads)
 - Recycle motor oil from company vehicles and serviced vehicles
 - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
 - Accept motor oil from “do it yourselves”
 - Recycle toner or cartridges for copy machine or printer
 - Minimize use and seek out alternatives to toxins (such as cleansers)
2. Use products made from recycled content:
 - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
 - Request credit card companies to provide recycled content credit card slips
 - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
3. Promote waste reduction and recycling:
 - Promote use of recycled motor oil
 - Through posters/flyers, promote proper waste oil disposal and/or effects on environment of improper waste oil disposal; e.g.: perhaps your facility or town recycling program has method to collect waste oil (check with community recycling program for suggestions or flyers)
 - Promote routine maintenance and tune up of vehicles to conserve oil/gas consumption
 - Promote lead acid battery recycling
 - Encourage employees to use cloth rags for cleaning
 - Provide bulk dispensers of oil and encourage customers to use refillable container
 - Recycle tuck tires with retread dealers
 - Request that supplier/manufacturers use as much recycled content material in packaging as possible
 - Request supplier/manufacturers to provide system to take back non-recyclable packaging
 - Encourage employees to share magazines and newspaper subscriptions
 - Promote and support community recycling efforts with community boards or space to display swap items and community recycling projects